

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
POSITION DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Associate Transportation Planner	<b>OFFICE/BRANCH/SECTION</b> Rural Transit and Intercity Bus Branch	
<b>WORKING TITLE</b> Associate Transportation Planner	<b>POSITION NUMBER</b> 900-064-4721-090	<b>EFFECTIVE DATE</b> 07/01/09

As a valued member of the Caltrans team, you make it possible for the department to improve the mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS--WHO THE INCUMBENT REPORTS TO AND WHO REPORTS TO THE INCUMBENT, WHEN APPROPRIATE.)

Under the direction of the Chief, Rural Transit and Intercity Bus Branch, incumbent works independently on the State's management of the Federal Transit Administration (FTA) Section 5311 program. This program provides grants for public transit operators in rural and small urban areas as identified by the FTA. These tasks include but are not limited to; technical and management related studies; legislative and policy analyses; planning, gathering transit-related information; developing a framework to make the information available to Caltrans staff and outside organizations; preparing reports addressing specific transit issues.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Essential (E)    Percentage    Job Description  
Marginal (M)

- |   |     |   |
|---|-----|---|
| E | 40% | Review and evaluate FTA Section 5311 applications for program conformity. Approve projects for inclusion in the statewide Section 5311 application. Approve expenditures and requests for reimbursements. Coordinate program activities with Districts, planning agencies, transit operators and federal agencies. Monitors projects to ensure compliance with program requirements. Develop and maintain databases, spreadsheets and project files to document adequate project oversight. |
| E | 30% | Prepare and update various documents required for Section 5311 grant program administration, financial management audits and state management reviews required by the FTA. Ensure program equipment is inspected bi-annually and agencies have provided quarterly reports on asset usage. Utilizing agency applications assists in the preparation of contracts for procurement of equipment.   |
| E | 20% | Prepare and update various documents required for Section 5311 grant program administration, financial management audits and state management reviews required by the FTA. Ensure program equipment is inspected bi-annually and agencies have provided quarterly reports on asset usage.   |

M        10%        Respond to inquiries from externals, the public, and the Director to ensure that we meet their needs in a timely fashion. Must be able to recognize issues that are politically sensitive and the potential ramifications on Caltrans, our stakeholders, and customers. Participate in giving oral presentations before various groups.

### ***SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS***

None

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

This position requires basic knowledge of the transportation planning process, the ability to write effectively, to gather, compile, analyze and interpret data. Analyze problems accurately and recommend effective courses of action. The ability to develop formats to present a display data, to consult with other Caltrans divisions and outside agencies. To present ideas orally and to work effectively with others, as team member is also required.

### ***RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR***

Consequences of error can be serious and far-reaching, effecting the Department but also regional transportation planning agencies, transit operators and transit service providers. The incumbent is frequently responsible for making recommendations on politically sensitive areas such as unmet transit needs findings, on new administrative regulations and resolutions of disputes brought about in the implementation of the program.

### ***PUBLIC AND INTERNAL CONTACTS***

The incumbent will have a wide variety of regular contacts with persons outside the Mass Transportation Program, by telephone, in writing, and in person. Frequent contact with Headquarters staff engaged in the administering FTA grant programs. Other regular contacts include district staff; staff from the San Francisco regional office of FTA; and staff from other Caltrans Headquarters programs, including Accounting and Administrative Services (Contracts and Audits). Have direct contacts with staff of regional and local agencies regarding the FTA Grants Programs.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Have the ability to work on a keyboard, manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Must be able to sit and/or stand for long duration and perform tasks utilizing a PC.

Requires employee to occasionally bend, stoop and kneel.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

### ***WORK ENVIRONMENT***

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing.

Employees may be required to travel in state, but the travel it is not very frequent.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodations, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodations, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

SUSAN K KWONG  
EMPLOYEE

\_\_\_\_\_  
EMPLOYEE (Sign)                      DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

JAMES OGBONNA  
SUPERVISOR

\_\_\_\_\_  
SUPERVISOR (Sign)                      DATE